



OFFICE OF THE SELECTBOARD

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ADMINISTRATIVE ASSISTANT TO THE SELECTBOARD

The Administrative Assistant will perform the function of facilitating communications, research and follow-up in the Selectboard's Office by doing the following:

1. Attend all Selectboard meetings and workshops. Prepare the proposed agenda, packets public notices prepare advertisements, press releases and informational articles for the local press, as required or directed by Boards.
2. Established regular office hours to be available to the public.
3. Act as liaison between employees and Selectboard.
4. Be responsible for the coordination with the Town committees, review of and collection of Town reports and, upon direction from the Selectboard, meet with Town committees to explore problems and propose solutions thereto.
5. Follow-up with Town department heads on matters as directed by the Selectboard and be liaison between Department heads and Selectboard as necessary.
6. Work with the Selectboard and Human Resources for the administration of the Personnel Policies and make recommendations to the Selectboard with regard to hiring employees, disciplinary actions and promotions.
7. Review and make recommendations to the Selectboard all laws and revisions thereto as they affect the operation of the Town affairs.
8. Investigate, interview and make recommendations regarding any citizen concerns and complaint. Keep a summary record for Selectboard. Bringing suggested solutions to the Selectboard and schedule appointments as required for citizen/Selectboard discussion.
9. Participate in Finance Committee discussions and follow-up with Town Boards, Committees and departments regarding expenditures and fund requirements. Draft and administer the department's budget. Work with Office Manager and Department of Revenue to form warrant articles as directed by Selectboard, review articles proposed by others.
10. Draft legal review questions, as directed by the Boards, make recommendations to Selectboard regarding any legal action needed by the Town's attorney and serve as liaison in making requests and follow-up.

The Town of Charlestown prohibits discrimination on the basis of race, color, national origin, gender, sexual orientation, religion, age, disability, marital or family status.

The Town of Charlestown is an equal opportunity employer

11. Administer grant funds received by the Town and make recommendation to the Selectboard regarding progress. Make appropriate reports.
12. Make applications to the Regional Planning Commissions for any assistance either to the Planning Board or the Selectboard.
13. Represent the Town, as directed by the Selectboard, at hearings on legislation that would affect Town affairs and keep Selectboard informed.
14. Coordinate all efforts on the formation and upkeep of a Capital Improvement Plan formed by the Planning Board and reviewed by the Finance committee. Maintain all records necessary to insure that the program is being executed as required by law.
15. Keep accountability of funds received by assessment of Impact Fees as required by law.
16. Draft the annual Selectboard Report for the Town Report.
17. Review all correspondence addressed to the Boards, draft replies as warranted and bring to their attention materials of relevance.
18. Attend meetings and seminars relating to administrative activities, as authorized by the Board and disseminate relevant information to Selectboard members and department heads.
19. Periodically review office procedures and recommend improvements to the Board.
20. Any other projects/work that may arise throughout the course of the daily/weekly/annual office activity. Perform other related duties, as assigned by the Selectboard.